

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #15-039**

OPENING DATE: 03 Apr 15 **CLOSING DATE:** 17 Apr 15 **AGENCY:** 5701 **PIN:** 0578

POSITION: REAL PROPERTY MANAGEMENT SPECIALIST

STARTING SALARY: \$33,832.58

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Directorate of Public Works,
Building 6600, Camp Shelby, MS 39407-5000.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office
Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or GED equivalent.
2. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Ability to write clear and concise reports pertaining to job related duties.
4. Ability to use good written and verbal communication skills.
5. Must be flexible and able to adapt behavior, opinions, tactics, and strategies to different situations, individuals or changing priorities.
6. Prior experience relating to the above job task is most desirable

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Coordinate preparation of new leases and lease renewals along with memorandum of understanding for tenant units. Identifies long and short-term property needs and develops solutions to meet those needs.
2. Assist with front end documents for the acquisitions and dispositions of real property.
3. Inspect property, monitor and enforce property policies and procedures.
4. Maintain all data bases to include MAXIMO, Pride Web, and any other necessary computer software at Camp Shelby.
5. Must be proficient in policy and procedure related to maintaining accurate records for the property at Camp Shelby.
6. Must maintain accurate records on inspections, drawings, specifications, plans, and miscellaneous information related to all property at Camp Shelby.
7. Records, files, and maintains essential information pertaining to real property.
8. Prepares logs, daily and weekly work reports, to ensure that accurate records are being maintained on all real property.
9. Must be able to work independently of others or with direct supervision.
10. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-5 (Revised 1 Oct 14)

Page 1 of 2 Pages

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14, MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, *website: www.ms.ng.mil*, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.